



Version	Approved by	Approval date	Effective date	Next full review
2.0	Vice-President, Human Resources (Acting)	1 October 2019	1 October 2019	October 2022
Procedure Statement				
Purpose	<p>This Procedure operates in conjunction with the UNSW Gifts and Benefits Policy. The purpose of this Procedure is to:</p> <ol style="list-style-type: none"> require all Staff and Affiliates to disclose any gifts or benefits accepted or conferred in accordance with the UNSW Code of Conduct and set out the steps to be taken by Staff and Affiliates in disclosing a gift or benefit and the consequent management of the gift or benefit. 			
Scope	<p>This Procedure applies to:</p> <ol style="list-style-type: none"> all Staff of UNSW in respect of their work, duties and functions for UNSW, when using resources of UNSW, when participating in UNSW-related activities, such as work-related events or travel, conferences or sabbaticals, and any other circumstance in which a Staff member or affiliate is acting for, or representing, UNSW. all Affiliates of UNSW when performing duties or functions for UNSW, for example, under a contract between their employer and UNSW to provide UNSW with goods or services, or as part of any activity connected with UNSW. <p>This Procedure does not apply where:</p> <ul style="list-style-type: none"> the benefit forms part of a Staff member's approved terms of employment (e.g. a bonus) or an affiliate's terms of engagement, appointment or title; or travel or conference attendance which is consistent with the terms of a research grant and for which funding is provided from a recognised Government funding body (e.g., ARC, NHMRC); or travel or accommodation is paid for by another University (or similar institution) for work falling within the normal teaching or research duties of an academic Staff member (e.g. thesis examination/marking); or travel or conference attendance which is awarded as a prize for an academic achievement; or the Staff member or affiliate is presenting at the conference of a learned society, or other professional association within their area of academic endeavour, with an independent organising committee and travel or conference attendance is funded by the learned society or other professional association and is approved by UNSW; or University prizes are awarded via an approved UNSW program such as the annual President's Awards. <p>This Procedure also does not apply to philanthropic gifts and benefits made by individuals, corporations, foundations or other entities received by UNSW in accordance with the Gift Acceptance Policy administered by the UNSW Division of Philanthropy.</p>			
Are Local Documents on this subject permitted?	<input type="checkbox"/> Yes, however Local Documents must be consistent with this University-wide Document		<input checked="" type="checkbox"/> No	

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1. UNSW Code of Conduct and general expectations

UNSW has a responsibility to ensure that its activities, including those of its Staff and Affiliates, conform to acceptable standards of integrity and good conduct. Accordingly, the UNSW *Code of Conduct* requires that Staff and Affiliates **must not** accept or confer gifts other than in accordance with the UNSW *Gifts and Benefits Procedure*.

This Procedure sets out the process for disclosing and registering a gift or benefit, whether it is a gift or benefit which is received or conferred by UNSW to another party.

In this Procedure references to a supervisor are:

- a. For Staff, either the person an individual reports directly to, or the Head of School or Head of the relevant business unit; and
- b. For Affiliates, the UNSW Staff member to whom they ordinarily report or to whom they are accountable in respect of their role as an Affiliate.

2. Solicitation of gifts and benefits

There are no circumstances in which a UNSW employee can solicit gifts and benefits. This Procedure does not apply to philanthropic gifts as outlined in the Procedure Statement above.

3. Accepting or conferring gifts and benefits

A gift or benefit must not be accepted or conferred except in accordance with the UNSW [Gifts and Benefits Policy](#). Staff and Affiliates should be familiar with that Policy before any action is taken under this Procedure.

In circumstances where a gift or benefit is offered, Staff and Affiliates should consider whether the gift or benefit may be accepted in accordance with the [Gifts and Benefits Policy](#). Where there is any doubt, the gift or benefit should be disclosed to the supervisor so that an assessment can be made about whether to accept the gift or benefit.

In circumstances where it is appropriate for UNSW to confer a gift or benefit on a person or organisation (for example, as a token of gratitude), the following conditions will apply:

- unless otherwise approved by a Head of School or Head of Business Unit in accordance with the UNSW [Business Expense Procedure](#) the value of the gift or benefit can be no more than \$150;
- the conferring of the gift or benefit must not place the recipient in a position where he/she is (or may be perceived to be) compromised or influenced by acceptance of the gift or benefit; and
- the gift or benefit must not be used as a substitute for remunerating or compensating an individual for work or services.

4. Business Expense Policy and Procedure

The UNSW [Business Expense Policy](#) and the UNSW [Business Expense Procedure](#) set out the framework for allowable business expenses, including the conferring of gifts or benefits both to external parties and internal UNSW employees, and must be complied with at all times.

5. Disclosure of gifts and benefits and the Gifts and Benefits Register

Where the value of the gift or benefit (whether received or conferred) exceeds \$150, Staff and Affiliates must disclose the gift or benefit to their supervisor and register the gift or benefit in the UNSW *Register of Gifts and Benefits*.

The UNSW *Register of Gifts and Benefits* is managed by the Office of the Vice-President, Human Resources. The *HR40 – Form for Registering Gifts and Benefits* must be used to disclose the gift or benefit so that it can be properly registered. You can access the HR40 form [<here>](#).

In circumstances where a gift or benefit has been offered, and an assessment has been made that it is not appropriate to accept the gift or benefit or that the gift or benefit should be returned, the HR40 form must be used to disclose the gift or benefit and Staff and Affiliates must state on the form why it has been rejected or returned.

6. What happens if you do not comply?

All Staff and Affiliates are expected to comply with this Procedure and the related Policy. Non-compliance may lead to:

- Misconduct or other disciplinary proceedings against the Staff member. This may include termination of employment; and/or
- Commensurate proceedings against Affiliates, which may include termination or non-renewal of their engagement or appointment, or withdrawal of title; and/or
- Referral to and action taken by external agencies such as the Audit Office of NSW, the Independent Commission Against Corruption (ICAC) and the Ombudsman; and/or
- Legal action against UNSW or the individuals concerned.

Accountabilities	
Responsible Officer	Vice-President, Human Resources
Contact Officer	Human Resources Business Partner
Supporting Information	
Legislative Compliance	This Procedure supports the University's compliance with the following legislation: Crimes Act 1900 (NSW) Independent Commission Against Corruption Act 1988 (NSW)
Parent Document (Policy)	Gifts and Benefits Policy
Supporting Documents	HR40 Form for Registering Gifts and Benefits

Related Documents	Business Expense Policy Business Expense Procedure Code of Conduct Conflict of Interest Policy Credit Card Policy Credit Card Procedure Fraud and Corruption Prevention Policy Gift Acceptance Policy Public Interest Disclosures Procedure Procurement Policy Procurement Procedure			
Superseded Documents	Gifts and Benefits Procedure, v1.2 HR40 Form for Registering Gifts and Benefits			
File Number	2019/06933			
Definitions and Acronyms				
Staff	means all employees of the University, including casuals			
Affiliates	means all conjoints, visiting appointees, consultants, contractors, agency Staff, members of the University committees, emeriti and any other person appointed or engaged by the University to perform duties or functions for the University.			
Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	Vice-Chancellor	8 May 2009	1 June 2009 to 31 October 2009	
1.1	Executive Director, University Services	21 October 2009	1 November 2009	Section 2.0. Some exceptions to the definition of benefit included.
1.2	Vice-President, Human Resources	8 April 2019	8 April 2019	Amend limit on gifts and benefits to \$150 in line with UNSW Business Expense Policy and Procedure
2.0	Vice-President, Human Resources (Acting)	1 October 2019	1 October 2019	Full review